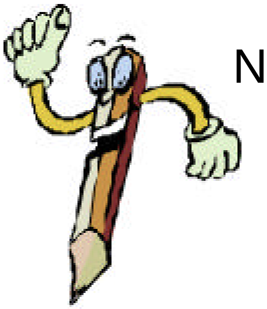


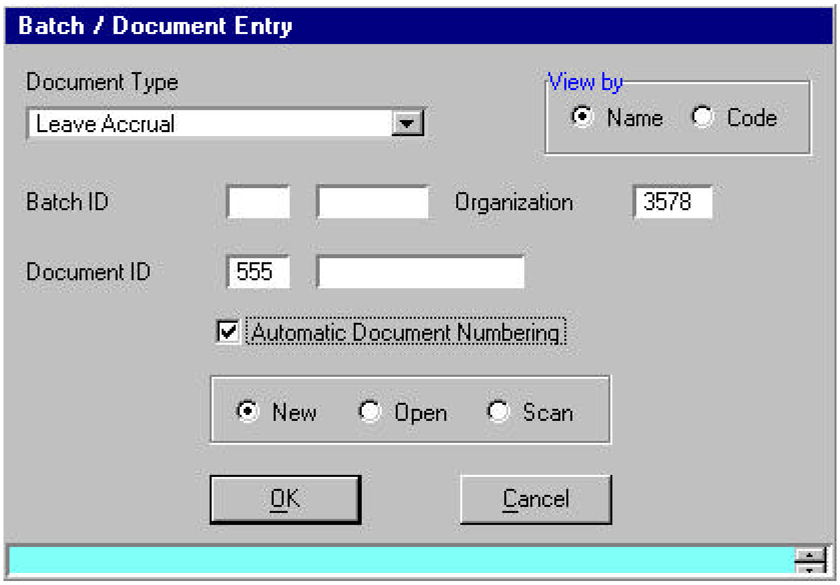
NOTES

SHARELEAVE

If an employee wants to donate leave to the ShareLeave pool, you will need to make a negative entry on a timesheet (CPER, CREW, CITS) or a LEAV document using the appropriate number of hours, date, and leave event code for donating leave to ShareLeave.

For employees designated by their agency to have received an allocated amount of ShareLeave to utilize, you will need to make the entry for the appropriate number of hours, date and leave event code for utilizing a ShareLeave donation on a current period timesheet or prior period timesheet as appropriate.

LEAVE ACCRUAL (LEAV)


Batch / Document Entry
View by
OK
Cancel

Document Type: Leave Accrual

View by: ● Name ○ Code

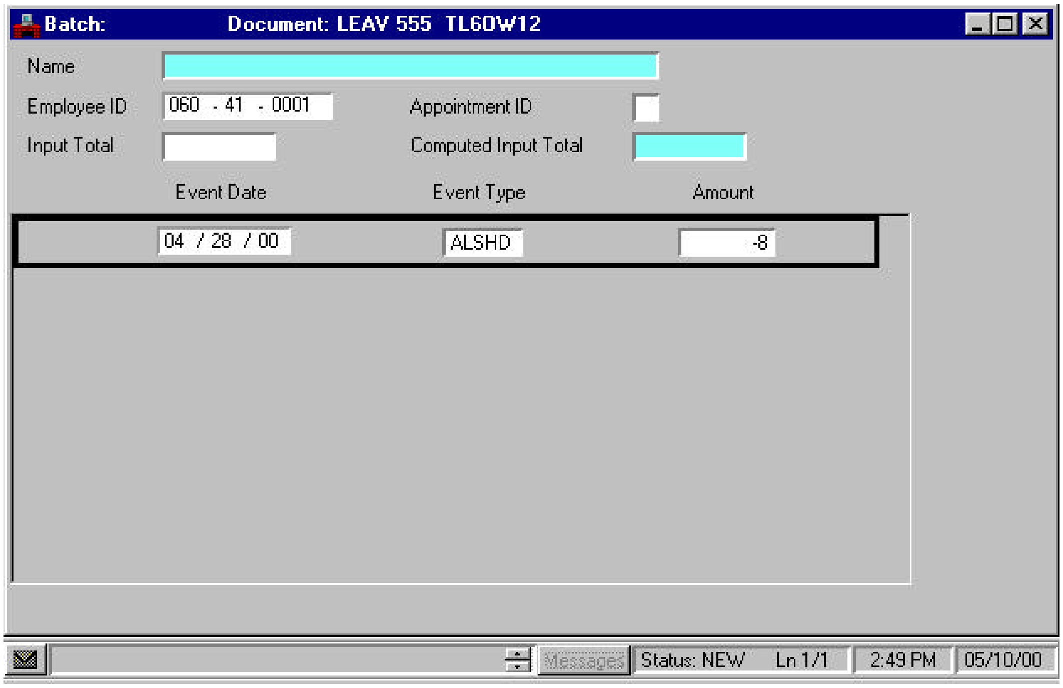
Batch ID:

Organization: 3578

Document ID: 555

☑ Automatic Document Numbering

● New ○ Open ○ Scan


Batch:
Messages

Document: LEAV 555 TL60W12

Name:

Employee ID: 060 - 41 - 0001

Appointment ID:

Input Total:

Computed Input Total:

Event Date	Event Type	Amount
04 / 28 / 00	ALSHD	-8

Status: NEW Ln 1/1 2:49 PM 05/10/00

SCENARIO

An employee in your agency has requested to donate 8 hours of his/her annual leave to the ShareLeave pool. This employee is an exception paid employee who currently holds an annual leave balance.

Step 1 To open a LEAV from the SAM II Desktop Navigator window, click on the Go To button. Type **LEAV** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled “Batch/Document Entry”. This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select **OK**.

Once you select the OK button, a LEAV document will open.

Step 4 Populate the fields on the header section of the LEAV.

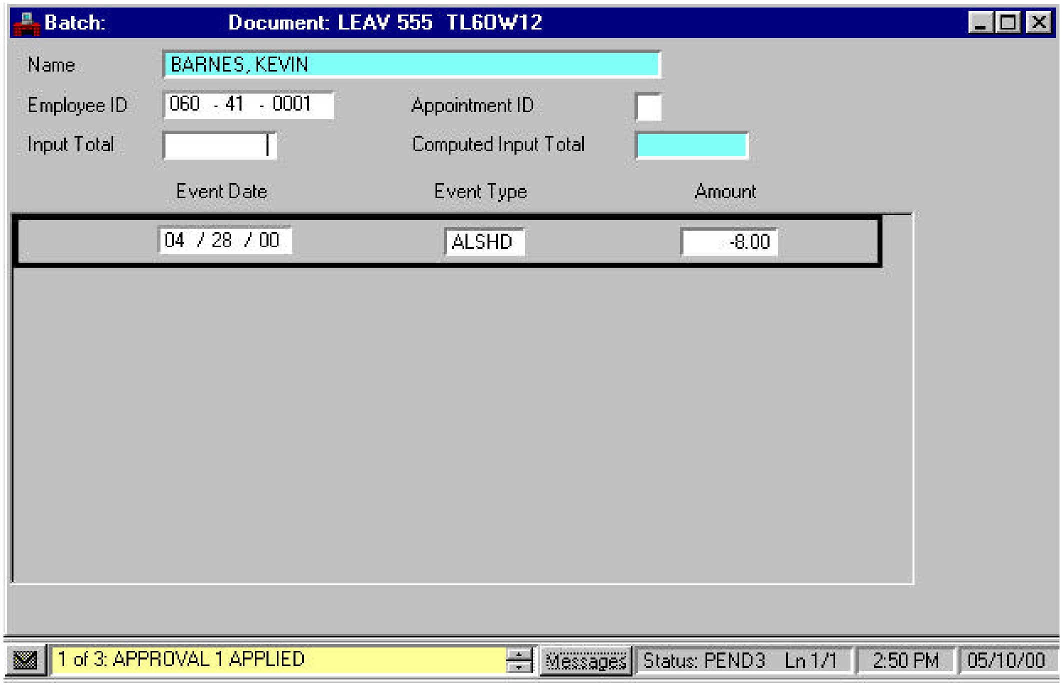
EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

Step 5 Complete the Event Date, Event Type and Amount for the 8 hours of annual leave the employee wants to donate to the ShareLeave pool.

EVENT DATE	**SEE STUDENT CARD**
EVENT TYPE	**ALSHD**
AMOUNT	-**8**

LEAVE ACCRUAL (LEAV)



Batch: Document: LEAV 555 TL60W12

Name: BARNES, KEVIN

Employee ID: 060 - 41 - 0001

Appointment ID:

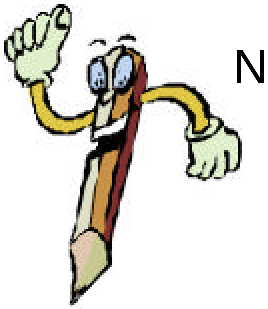
Input Total:

Computed Input Total:

Event Date	Event Type	Amount
04 / 28 / 00	ALSHD	-8.00

1 of 3: APPROVAL 1 APPLIED

Status: PEND3 Ln 1/1 2:50 PM 05/10/00



NOTES

LEAVE ACCRUAL (LEAV)

You have completed entering an employee’s time and/or leave on a LEAV and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee’s leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency’s workflow rules.

Now let’s complete the processing of the LEAV you created.

Step 1 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve.**

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

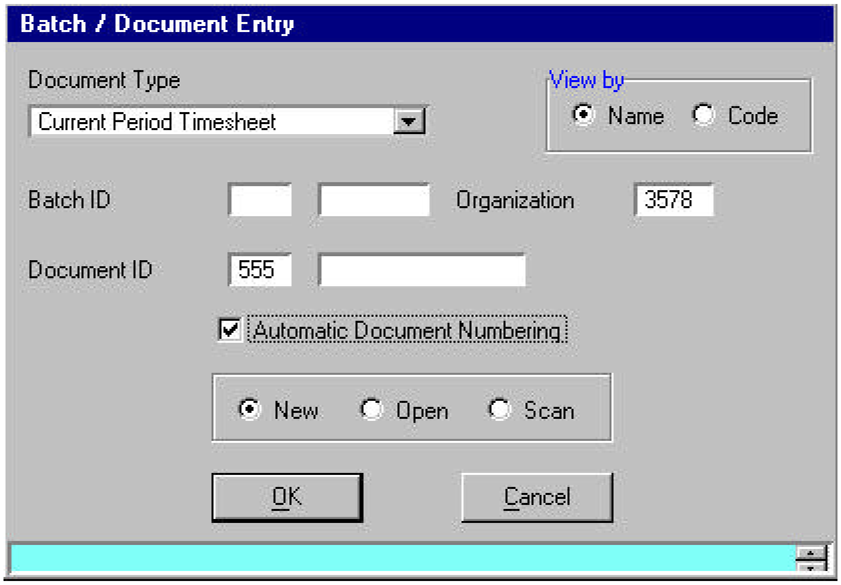
For training purposes, you will stop at this point. In this class, the document is routed to the instructor’s worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select **Process: Approve**. The document is now ready to be run.

Step 5 Select **Process: Run**.

After the document has been run, its status changes to “Accepted”. The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

CURRENT PERIOD TIMESHEET (CPER)



Batch / Document Entry

Document Type: Current Period Timesheet

View by: ● Name ○ Code

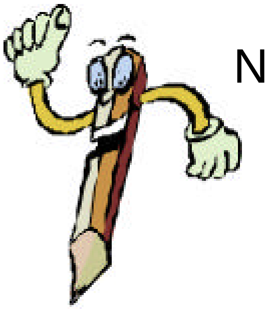
Batch ID:

Organization: 3578

Document ID: 555

☑ Automatic Document Numbering

● New ○ Open ○ Scan



NOTES

SCENARIO

Let’s work through the following scenario to illustrate entering the usage of ShareLeave on a CPER.

One of the employees in your office has been approved to utilize 40 hours of ShareLeave. This employee is an exception paid employee working 8 hours a day 5 days a week. His/her normal days off are Saturday and Sunday.

Step 1 To open a CPER from the SAM II Desktop Navigator window, click on the Go To button. Type **CPER** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled “Batch/Document Entry”. This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

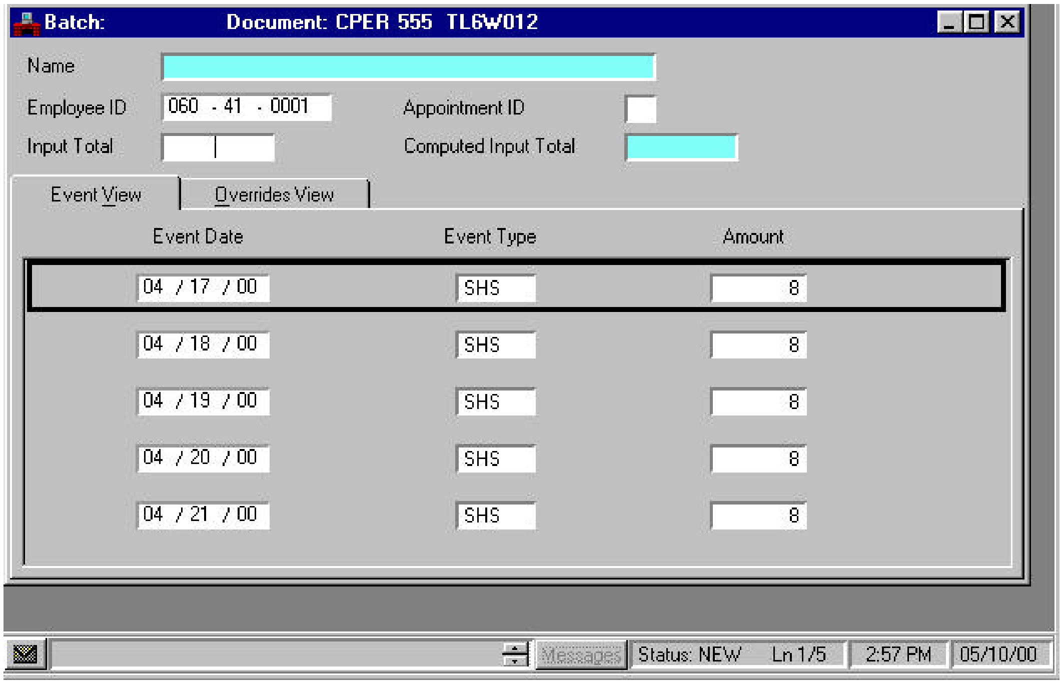
DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select **OK**.

Once you select the OK button, a CPER document will open.

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 555 TL6W012

Name

Employee ID 060 - 41 - 0001

Appointment ID

Input Total

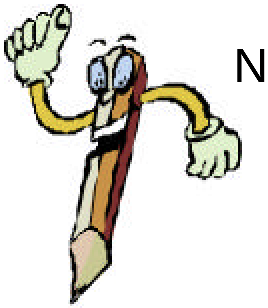
Computed Input Total

Event View
Overrides View

Event Date	Event Type	Amount
04 / 17 / 00	SHS	8
04 / 18 / 00	SHS	8
04 / 19 / 00	SHS	8
04 / 20 / 00	SHS	8
04 / 21 / 00	SHS	8

Messages

Status: NEW Ln 1/5 2:57 PM 05/10/00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 4 Populate the fields on the header section of the CPER.

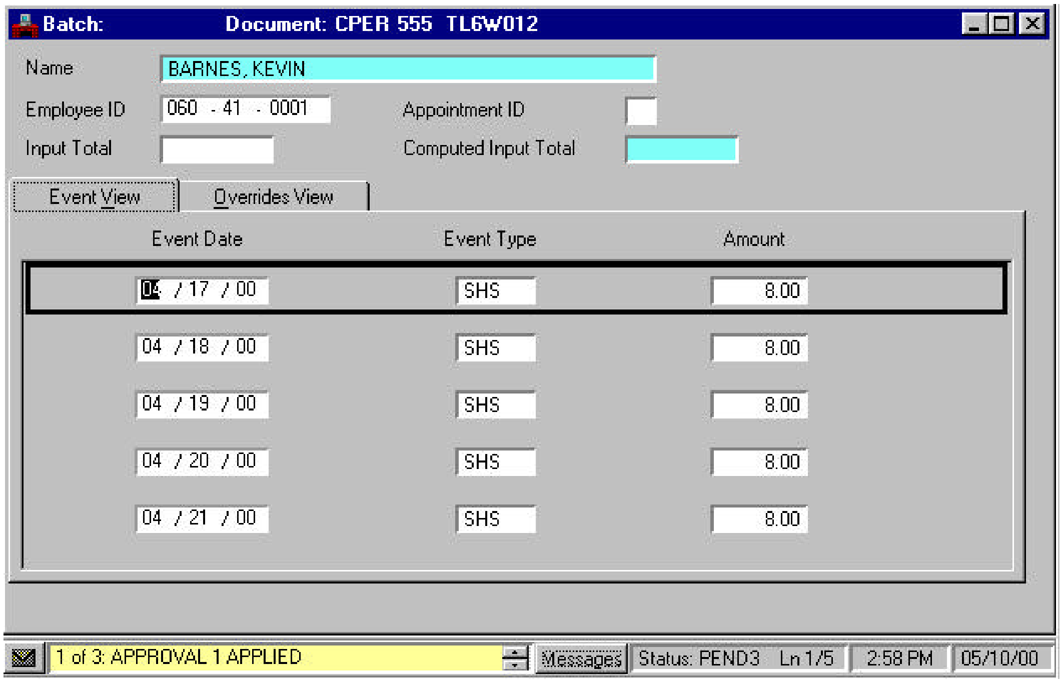
EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

Step 5 Populate the fields on the Event View panel of the CPER for the hours of ShareLeave used.

EVENT DATE	**EVENT TYPE**	**AMOUNT**
SEE STUDENT CARD	SHS	8
SEE STUDENT CARD	SHS	8
SEE STUDENT CARD	SHS	8
SEE STUDENT CARD	SHS	8
SEE STUDENT CARD	SHS	8

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 555 TL6W012

Name: BARNES, KEVIN

Employee ID: 060 - 41 - 0001

Appointment ID:

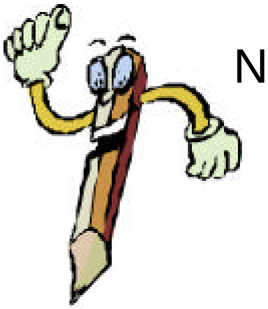
Input Total:

Computed Input Total:

Event Date	Event Type	Amount
04 / 17 / 00	SHS	8.00
04 / 18 / 00	SHS	8.00
04 / 19 / 00	SHS	8.00
04 / 20 / 00	SHS	8.00
04 / 21 / 00	SHS	8.00

1 of 3: APPROVAL 1 APPLIED

Status: PEND3 Ln 1/5 2:58 PM 05/10/00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

You have completed entering an employee’s time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee’s leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency’s workflow rules.

Now let’s complete the processing of the CPER you created.

Step 1 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve.**

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

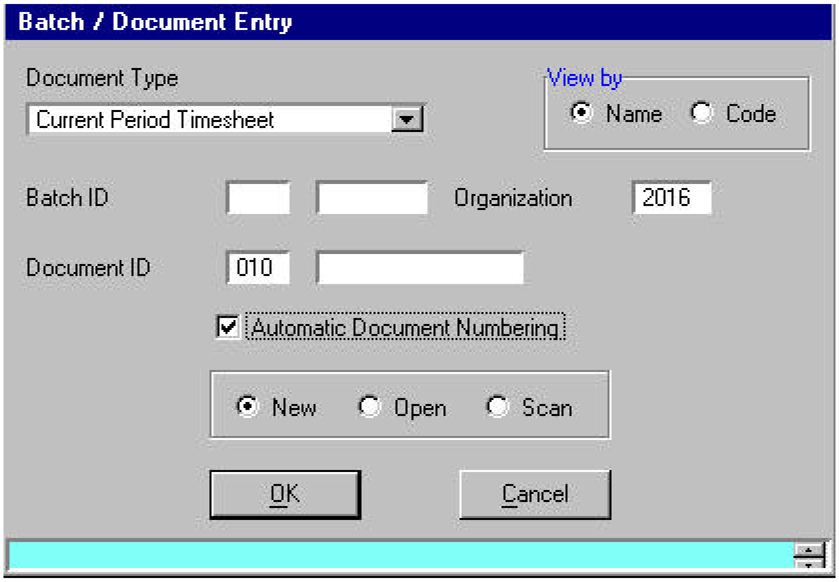
For training purposes, you will stop at this point. In this class, the document is routed to the instructor’s worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select **Process: Approve**. The document is now ready to be run.

Step 5 Select **Process: Run**.

After the document has been run, its status changes to “Accepted”. The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

CURRENT PERIOD TIMESHEET (CPER)



Batch / Document Entry
OK
Cancel

Document Type: Current Period Timesheet

View by: ● Name ○ Code

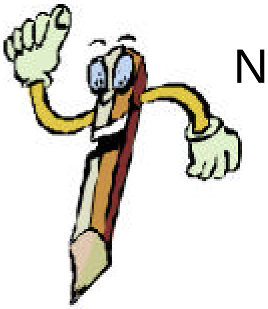
Batch ID:

Organization: 2016

Document ID: 010

☑ Automatic Document Numbering

● New ○ Open ○ Scan



NOTES

HOLIDAYS

Let's work through a scenario illustrating the situation when an exception paid employee is not in pay status the entire pay period.

A holiday falls on one day within the pay period. One of our exception paid employees has taken leave without pay around (before and after) the holiday, making him/her ineligible for the holiday pay.

The SAM II HR/Payroll System will not recognize the leave without pay/holiday connection. You will need to manually record this information described in the scenario on the CPER.

Step 1 To open a CPER from the SAM II Desktop Navigator window, click on the Go To button. Type **CPER** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled "Batch/Document Entry". This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

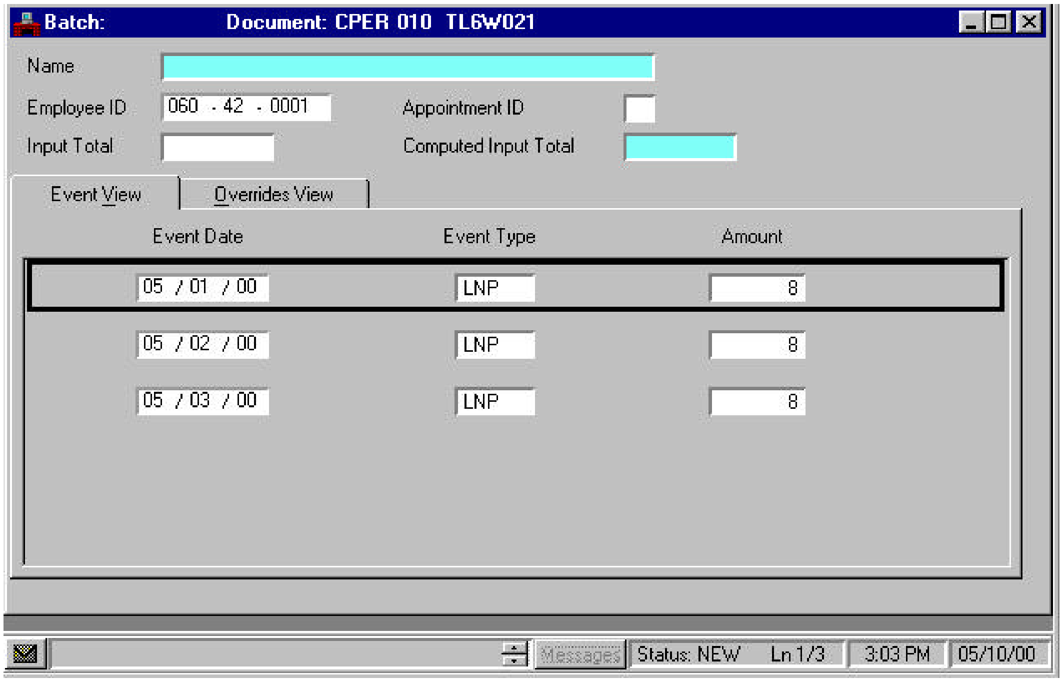
DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select **OK**.

Once you select the OK button, a CPER document will open.

CURRENT PERIOD TIMESHEET (CPER)



Batch:
Event View
Overrides View
Messages

Document: CPER 010 TL6W021

Name

Employee ID 060 - 42 - 0001

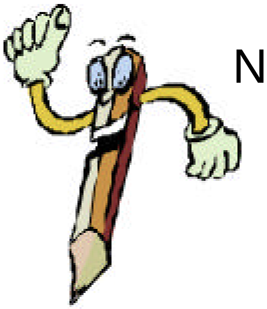
Appointment ID

Input Total

Computed Input Total

Event Date	Event Type	Amount
05 / 01 / 00	LNP	8
05 / 02 / 00	LNP	8
05 / 03 / 00	LNP	8

Status: NEW Ln 1/3 3:03 PM 05/10/00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 4 Populate the fields on the header section of the CPER.

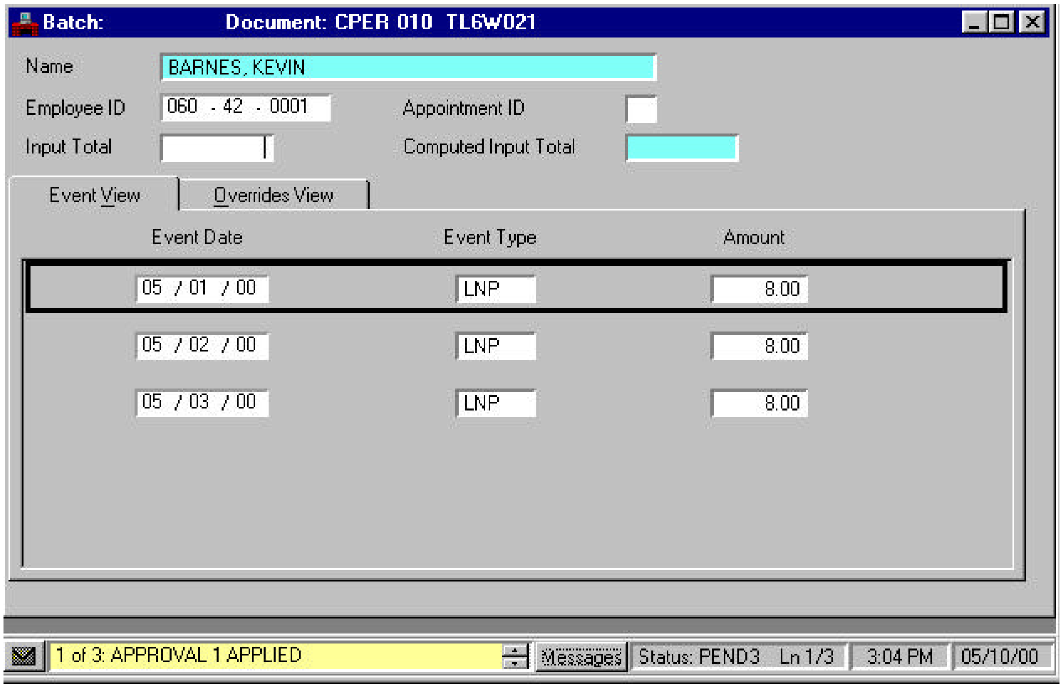
EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

Step 5 Populate the fields on the Event View panel of the CPER.

EVENT DATE	**EVENT TYPE**	**AMOUNT**
SEE STUDENT CARD	LNP	8
SEE STUDENT CARD	LNP	8
SEE STUDENT CARD	LNP	8

CURRENT PERIOD TIMESHEET (CPER)


Event View
Overrides View
Messages

Batch: Document: CPER 010 TL6W021

Name: BARNES, KEVIN

Employee ID: 060 - 42 - 0001

Appointment ID:

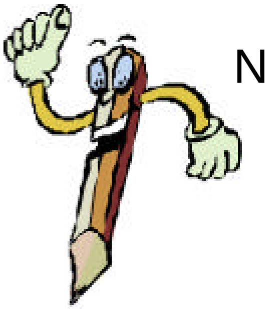
Input Total:

Computed Input Total:

Event Date	Event Type	Amount
05 / 01 / 00	LNP	8.00
05 / 02 / 00	LNP	8.00
05 / 03 / 00	LNP	8.00

1 of 3: APPROVAL 1 APPLIED

Status: PEND3 Ln 1/3 3:04 PM 05/10/00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

You have completed entering an employee's time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the processing of the CPER you created.

Step 1 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve.**

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

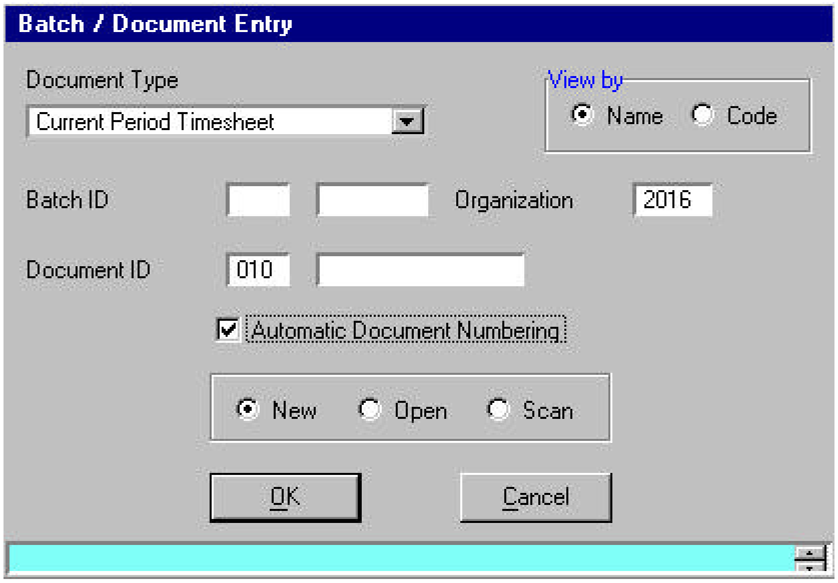
For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select **Process: Approve**. The document is now ready to be run.

Step 5 Select **Process: Run**.

After the document has been run, its status changes to "Accepted". The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

CURRENT PERIOD TIMESHEET (CPER)



Batch / Document Entry

Document Type: Current Period Timesheet

View by: ● Name ○ Code

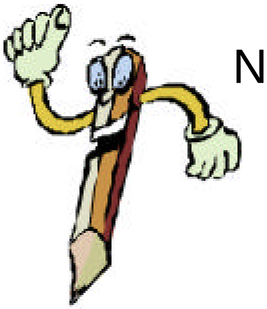
Batch ID:

Organization: 2016

Document ID: 010

☑ Automatic Document Numbering

● New ○ Open ○ Scan



NOTES

HOLIDAYS

Let’s work through a scenario illustrating the situation where an exception paid employee works on a designated holiday.

A holiday falls on one day within the current pay period. An employee works 8 hours on that holiday, but the hours worked that week do not exceed 40 hours.

Let’s process a CPER to record the information described in the above scenario.

Step 1 To open a CPER from the SAM II Desktop Navigator window, click on the Go To button. Type **CPER** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled “Batch/Document Entry”. This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

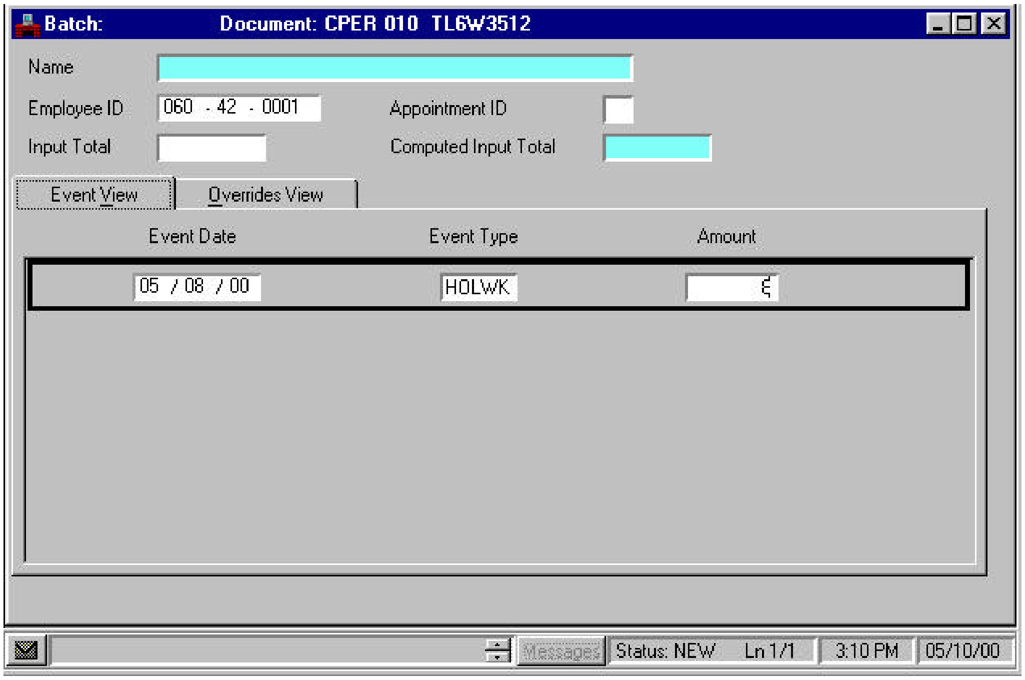
DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select **OK**.

Once you select the OK button, a CPER document will open.

CURRENT PERIOD TIMESHEET (CPER)



Batch:

Document: CPER 010 TL6W3512

Name

Employee ID 060 - 42 - 0001

Appointment ID

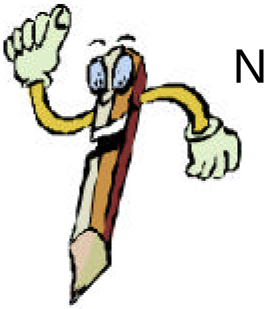
Input Total

Computed Input Total

Event Date	Event Type	Amount
05 / 08 / 00	HOLWK	8

Status: NEW Ln 1/1 3:10 PM 05/10/00

Event View
Overrides View
Messages



NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 4 Populate the fields on the header section of the CPER.

EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

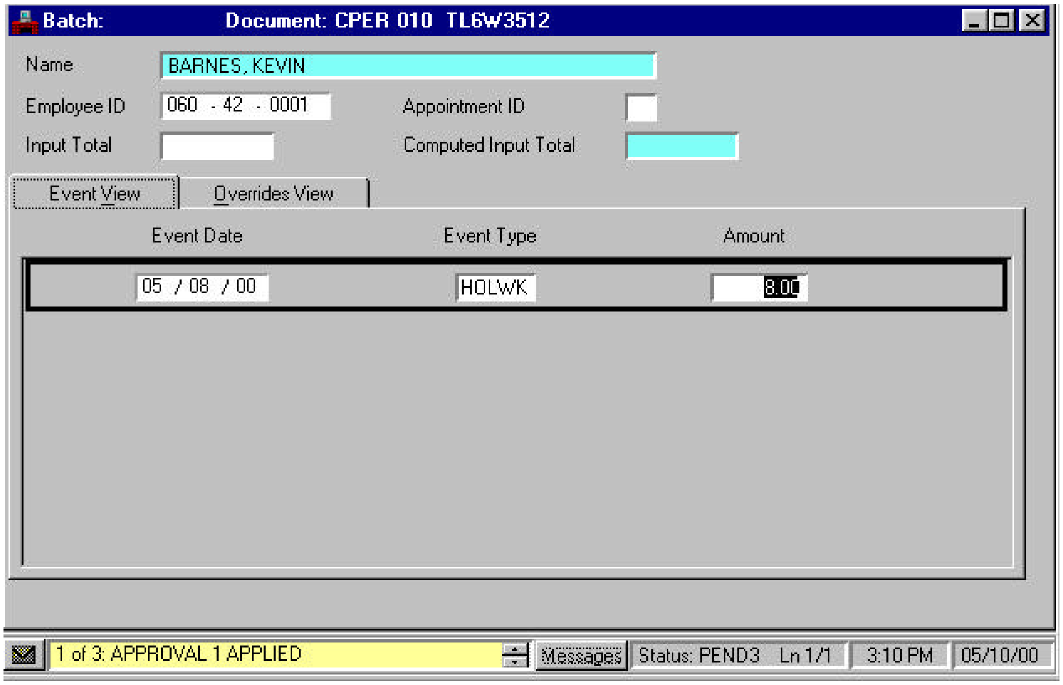
Step 5 Populate the fields on the Event View panel of the CPER.

EVENT DATE	**SEE STUDENT CARD**
EVENT TYPE	**HOLWK**
AMOUNT	**8**

The SAM II HR/Payroll System will take that “HOLWK” (Worked on A Designated Holiday) entry of additional hours and refer to the employee’s WDAY entry to discover if this particular day was a coded holiday. The system will then automatically bank all the hours worked on the holiday (maximum of 8 hours) to the employee’s holiday comp time balance at straight time.

If the employee had worked 4 hours on the holiday, after having also worked 8 other additional hours on Sunday, the hours worked that week would have exceeded 40 by 4 hours. In that case you would need to enter the 8 Sunday hours and the 4 holiday hours the employee worked using an appropriate pay event code for working additional hours. The appropriate code for Sunday would be “ADDHR”. The appropriate code for the holiday would be “HOLWK”. The system will look at the total hours worked that week, which totals 44. Then, the system will look at the employee’s FLSA Profile (FLPR) to see if the employee is FLSA non-exempt or exempt to determine whether the 4 additional hours will be banked at straight time in SCOMP (State Comp Time) or at time and one-half in FCOMP (Federal Comp Time).

CURRENT PERIOD TIMESHEET (CPER)



Batch:
Document: CPER 010 TL6W3512
Event View
Overrides View
Messages

Name: BARNES, KEVIN

Employee ID: 060 - 42 - 0001

Appointment ID:

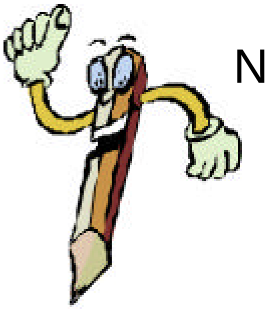
Input Total:

Computed Input Total:

Event Date	Event Type	Amount
05 / 08 / 00	HOLWK	8.00

1 of 3: APPROVAL 1 APPLIED

Status: PEND3 Ln 1/1 3:10 PM 05/10/00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

You have completed entering an employee’s time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee’s leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency’s workflow rules.

Now let’s complete the processing of the CPER you created.

Step 1 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve.**

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

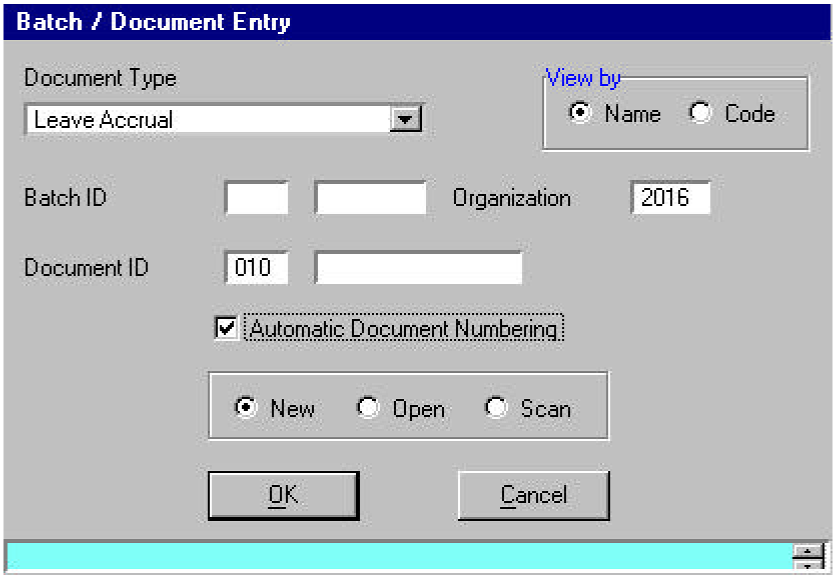
For training purposes, you will stop at this point. In this class, the document is routed to the instructor’s worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select **Process: Approve**. The document is now ready to be run.

Step 5 Select **Process: Run**.

After the document has been run, its status changes to “Accepted”. The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

LEAVE ACCRUAL (LEAV)



Batch / Document Entry

Document Type: Leave Accrual

View by: ● Name ○ Code

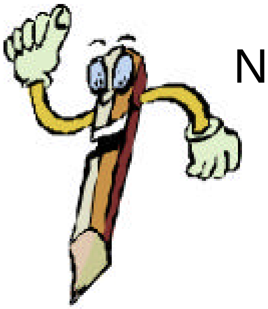
Batch ID:

Organization: 2016

Document ID: 010

☑ Automatic Document Numbering

● New ○ Open ○ Scan



NOTES

HOLIDAYS

Let's work through a scenario illustrating the situation when a holiday falls on an exception paid employee's regularly scheduled day off.

You are entering time for an exception paid employee whose work schedule is Tuesday through Saturday. A holiday falls on one day within the pay period. The Work Day Schedule (WDAY) has been coded by the system administrator to reflect the holiday as a regularly scheduled day off. As a result, the system does not know Monday was also a holiday.

You will need to enter onto a Leave Accrual (LEAV) document the 8 holiday hours credit using an appropriate leave event. An appropriate accrual code would be "1HRDO" (Holiday Comp Accrual on Regular Day Off). The 8 hours holiday credit would then be banked to the employee's compensatory time balance.

Step 1 To open a LEAV from the SAM II Desktop Navigator window, click on the Go To button. Type **LEAV** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled "Batch/Document Entry". This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

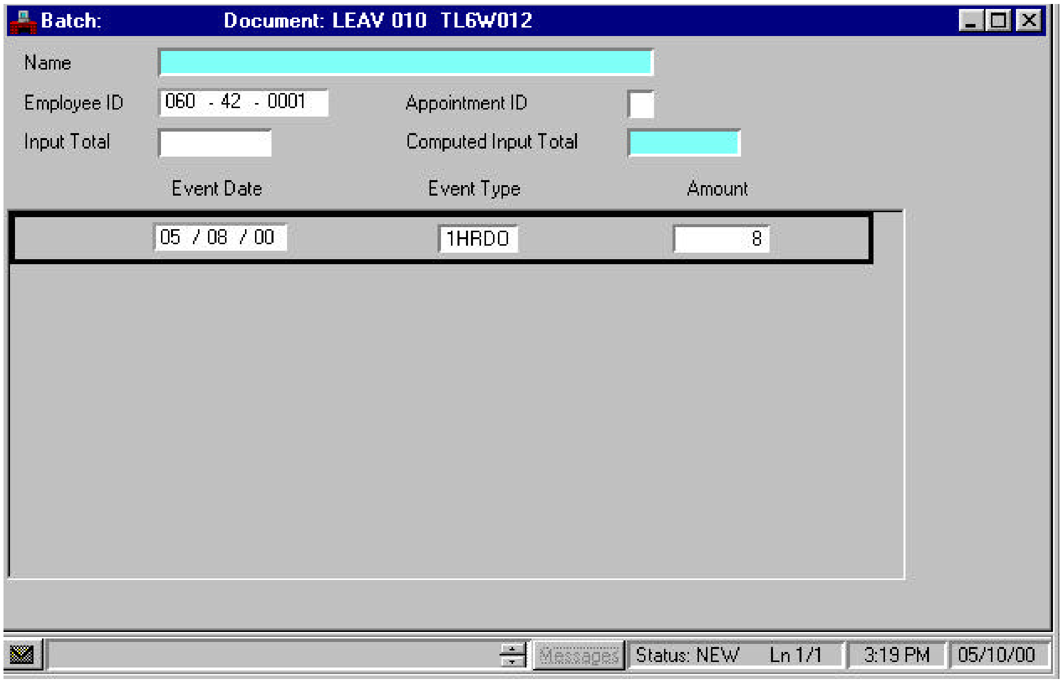
DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select **OK**.

Once you select the OK button, a LEAV document will open.

LEAVE ACCRUAL (LEAV)



Batch: Document: LEAV 010 TL6W012

Name

Employee ID 060 - 42 - 0001

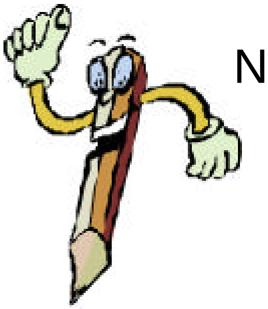
Appointment ID

Input Total

Computed Input Total

Event Date	Event Type	Amount
05 / 08 / 00	1HRDO	8

Status: NEW Ln 1/1 3:19 PM 05/10/00



NOTES

LEAVE ACCRUAL (LEAV)

Step 4 Populate the fields on the header portion of the LEAV.

EMPLOYEE ID - **SEE STUDENT CARD**.

APPOINTMENT ID - **LEAVE BLANK**.

Step 5 Populate the fields on the line of the LEAV.

EVENT DATE	**SEE STUDENT CARD**
EVENT TYPE	**1HRDO**
AMOUNT	**8**

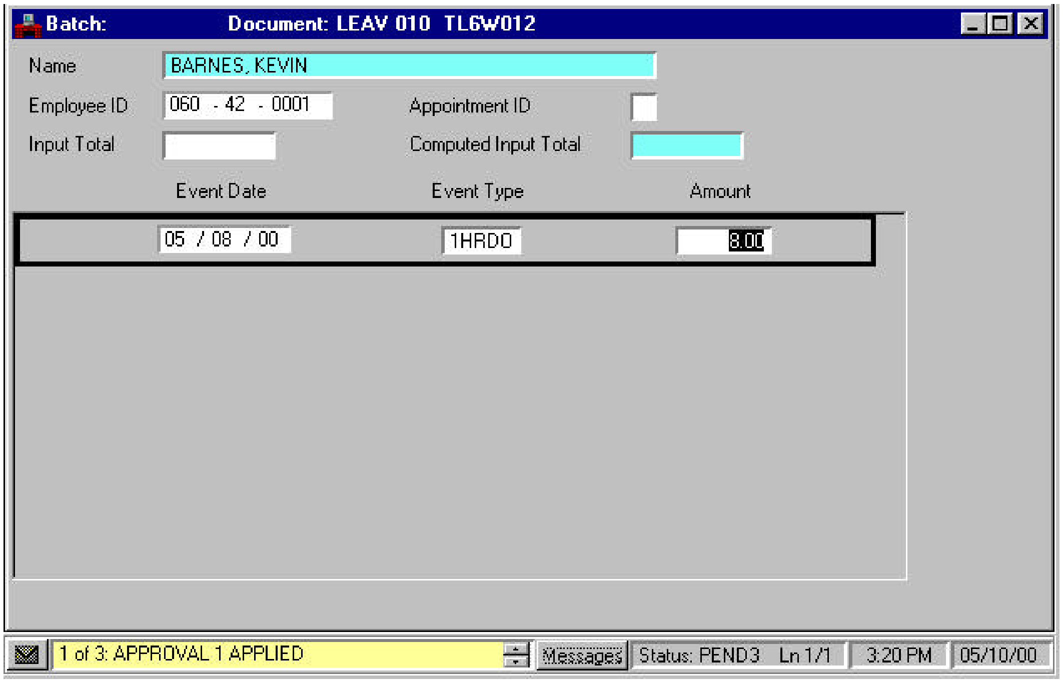
NOTE: When entering a federal comp time accrual event (1FCOMP), enter only the hours worked, not the hours worked multiplied by time and one-half. The system will automatically calculate the correct number of hours.

If this employee had worked 4 hours on the holiday, the hours worked that week would have exceeded 40 by 4 hours. The WDAY has been coded to reflect a holiday as a regularly scheduled day off, so the system doesn't know that it was a holiday. You would first need to enter onto a timesheet the 8 hours holiday credit for the holiday using the appropriate leave event code, "1HRDO". The 8 hours holiday credit will be banked to the employee's holiday comp time balance.

Then, you would need to enter onto a timesheet the 4 holiday hours worked using an appropriate event code. The employee has already received the holiday comp time for this day. As a result, the appropriate code for the hours worked would be "ADDHR", additional hours.

The system will look at the total hours worked that week, which totals 44. Then, the system will look at the employee's FLSA Profile (FLPR) to see if the employee is FLSA non-exempt or exempt to determine whether the 4 additional hours will be banked at straight time or at time and one-half.

LEAVE ACCRUAL (LEAV)



Document: LEAV 010 TL6W012

Name: BARNES, KEVIN

Employee ID: 060 - 42 - 0001

Appointment ID:

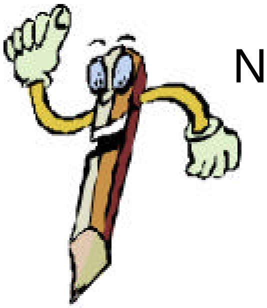
Input Total:

Computed Input Total:

Event Date	Event Type	Amount
05 / 08 / 00	1HRDO	8.00

1 of 3: APPROVAL 1 APPLIED

Status: PEND3 Ln 1/1 3:20 PM 05/10/00



NOTES

LEAVE ACCRUAL (LEAV)

You have completed entering an employee’s time and/or leave on a LEAV and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee’s leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency’s workflow rules.

Now let’s complete the processing of the LEAV you created.

Step 1 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve.**

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

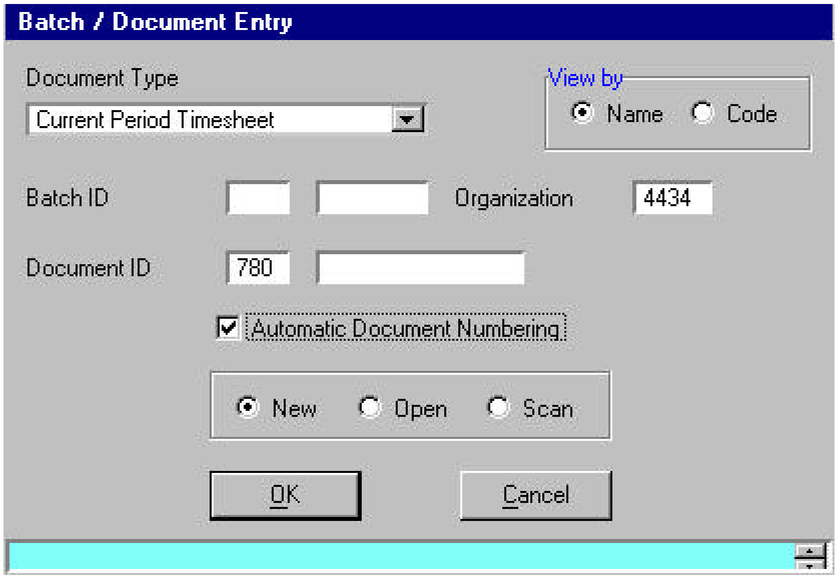
For training purposes, you will stop at this point. In this class, the document is routed to the instructor’s worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select **Process: Approve**. The document is now ready to be run.

Step 5 Select **Process: Run**.

After the document has been run, its status changes to “Accepted”. The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

CURRENT PERIOD TIMESHEET (CPER)



Batch / Document Entry

Document Type: Current Period Timesheet

View by: ● Name ○ Code

Batch ID:

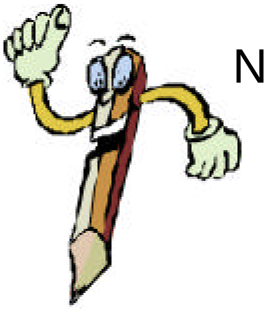
Organization: 4434

Document ID: 780

☑ Automatic Document Numbering

● New ○ Open ○ Scan

OK
Cancel



NOTES

HOLIDAYS

Let's work through a scenario to illustrate entering holiday hours for a positive-paid employee.

A positive-paid employee works half-time and receives one-half credit for holidays. Enter the time this employee worked in the current pay period. On five consecutive days he/she worked 8 hours, 8 hours, 4 hours and 4 hours. NOTE: A holiday falls on one day during this week.

Since the system does not automatically generate holiday pay for positive-paid employees, you will need to calculate the holiday hours, if applicable, for positive-paid employees. Then, you will enter this holiday credit onto the timesheet for the hours worked by the positive-paid employee for that pay period.

Step 1 To open a CPER from the SAM II Desktop Navigator window, click on the Go To button. Type **CPER** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled "Batch/Document Entry". This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

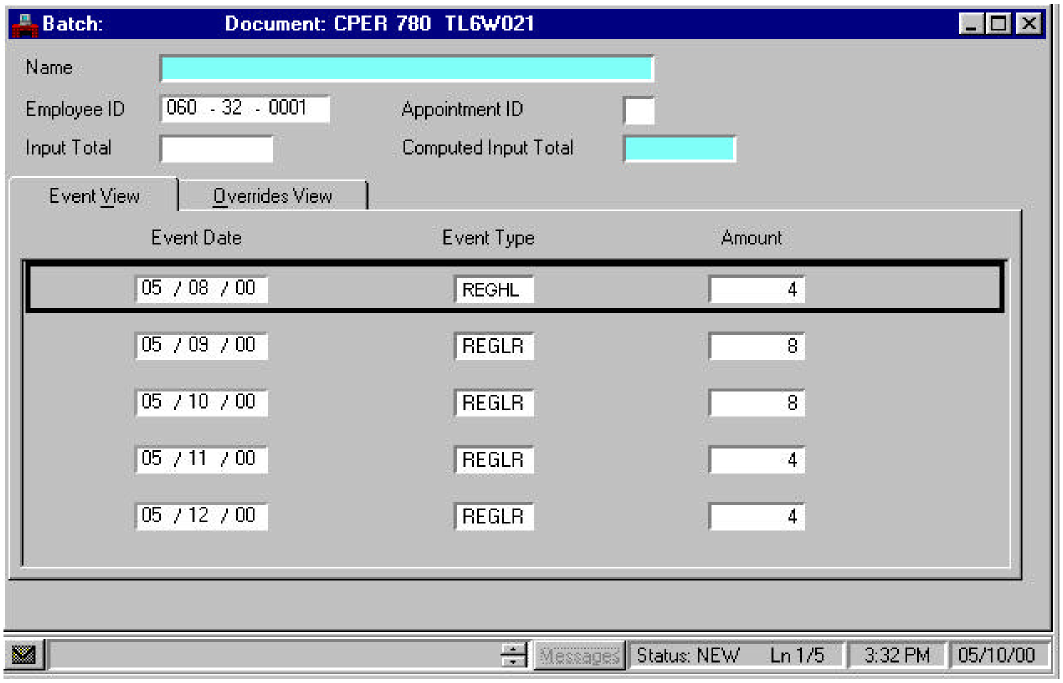
DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select **OK**.

Once you select the OK button, a CPER document will open.

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 780 TL6W021

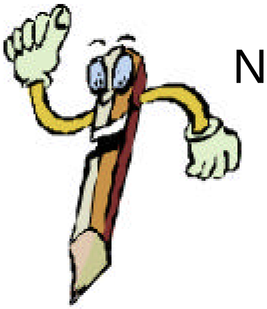
Name:
Employee ID: 060 - 32 - 0001
Appointment ID:
Input Total:
Computed Input Total:

Event View
Overrides View

Event Date	Event Type	Amount
05 / 08 / 00	REGHL	4
05 / 09 / 00	REGLR	8
05 / 10 / 00	REGLR	8
05 / 11 / 00	REGLR	4
05 / 12 / 00	REGLR	4

Messages

Status: NEW Ln 1/5 3:32 PM 05/10/00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 4 Populate the fields on the header section of the CPER.

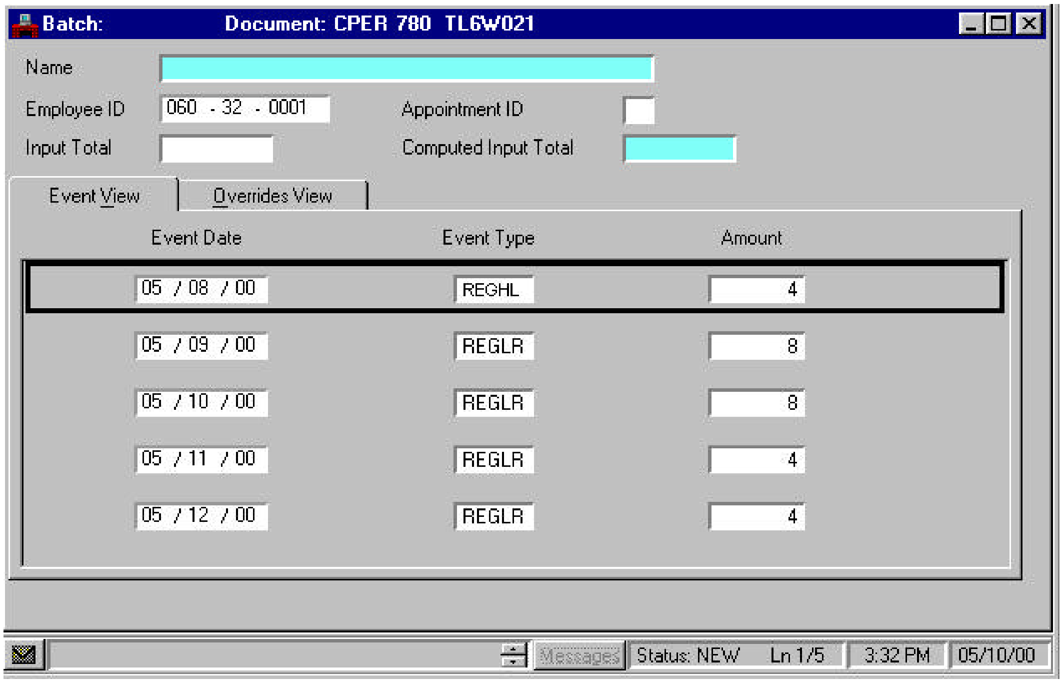
EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

Step 5 Populate the fields on the Event View panel of the CPER.

EVENT DATE	**EVENT TYPE**	**AMOUNT**
SEE STUDENT CARD	REGHL	4 – for holiday credit
SEE STUDENT CARD	REGLR	8
SEE STUDENT CARD	REGLR	8
SEE STUDENT CARD	REGLR	4
SEE STUDENT CARD	REGLR	4

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 780 TL6W021

Name:

Employee ID: 060 - 32 - 0001

Appointment ID:

Input Total:

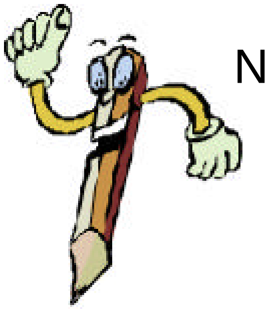
Computed Input Total:

Event View
Overrides View

Event Date	Event Type	Amount
05 / 08 / 00	REGHL	4
05 / 09 / 00	REGLR	8
05 / 10 / 00	REGLR	8
05 / 11 / 00	REGLR	4
05 / 12 / 00	REGLR	4

Messages

Status: NEW Ln 1/5 3:32 PM 05/10/00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

You have completed entering an employee’s time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee’s leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency’s workflow rules.

Now let’s complete the processing of the CPER you created.

Step 1 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve.**

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

For training purposes, you will stop at this point. In this class, the document is routed to the instructor’s worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

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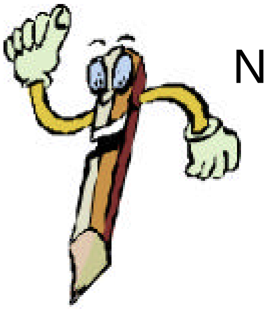
Step 5 Select **Process: Run**.

After the document has been run, its status changes to “Accepted”. The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.



NOTES

HOLIDAYS

The employee's leave policy on the Sub-Title (STTL) will determine eligibility for holiday comp time accrual when an eligible part-time employee (positive-paid) works on a holiday, or would have regularly worked that day if it had not been a holiday. For example, if the employee has been set up under the leave policy "NOACC" (Not Eligible for Sick/Annual Leave), the employee would be able to accrue comp time for holidays. However, if the employee has been set up under the leave policy "NOLEV" (Not Eligible for Leave), then the employee would not be eligible for the comp time accrual.

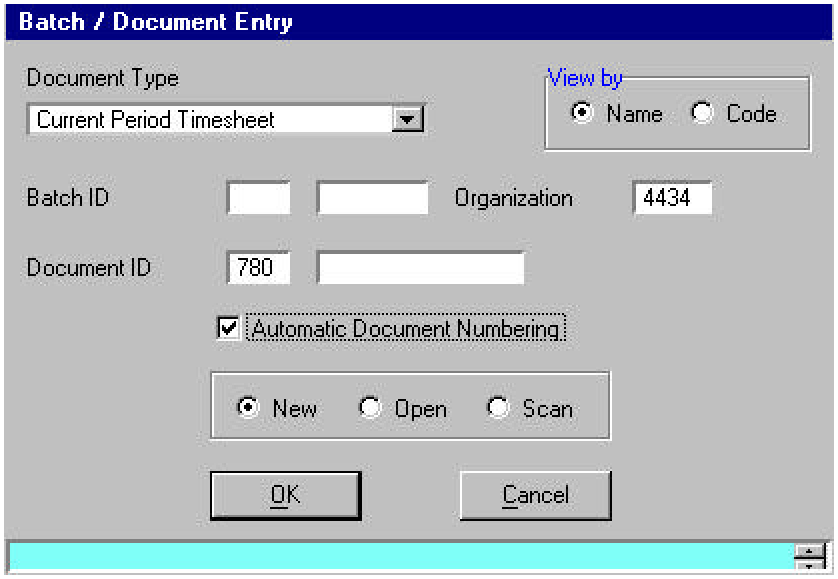
If a positive-paid (hourly) employee is scheduled to work on a day on which a holiday falls, time can be coded so that normal pay will be generated as if the employee had actually worked that day (similar to an exception-paid employee). However, this time will not count toward the FLSA balance when determining federal comp time for the FLSA period. You would enter "REGHL" for the Event Type and enter either 4 hours (for employees who work half time) or 6 hours (for employees who work ¾ time) in the Amount field.

If a part-time employee physically works on a holiday, pay, as well as holiday comp time is earned.

If the employee works less than the regularly scheduled hours on a holiday, the difference must be reported as well, so that the employee is paid for these hours, but they do not count towards FLSA processing. On a second document detail line, you would enter "REGHL" (Regular Pay on Holiday) for the Event Type and enter the number of regularly scheduled hours that the employee did not work in the Amount field.

Holiday comp time will only accrue for up to 8 hours on a given day. Therefore, any time that an employee works on a holiday over 8 hours needs to be reported separately. On a separate document detail line, you would enter "ADDHR" (Additional Hours) for the Event Type and enter the number of additional hours the employee worked over 8 in the Amount field.

CURRENT PERIOD TIMESHEET (CPER)



Batch / Document Entry
View by
OK
Cancel

Document Type: Current Period Timesheet

View by: ● Name ○ Code

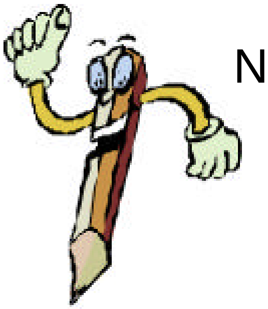
Batch ID

Organization 4434

Document ID 780

☑ Automatic Document Numbering

● New ○ Open ○ Scan



NOTES

HOLIDAYS

Let's work through a scenario to illustrate entering hours for a positive-paid employee that works 4 hours on a holiday.

An employee worked on a holiday and the timekeeper recorded 4 holiday-working hours for this employee on the CPER. It was then brought to the timekeeper's attention (while still in the current pay period) that this employee actually worked 4 hours on the holiday.

Let's process a new CPER to correct the wrong hours entered.

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Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

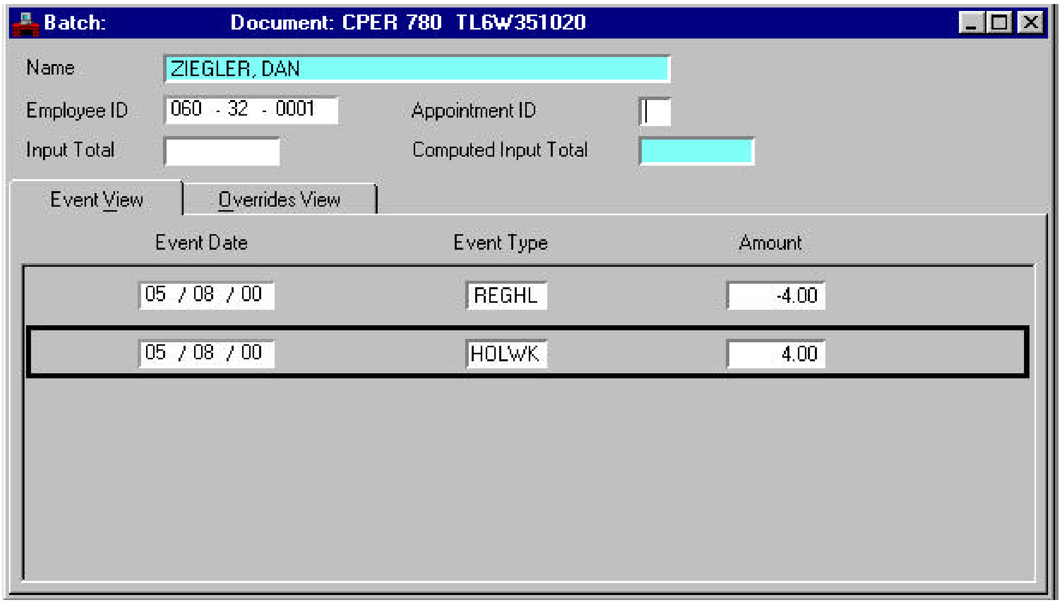
DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select **OK**.

Once you select the OK button, a CPER document will open.

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 780 TL6W351020

Name: ZIEGLER, DAN

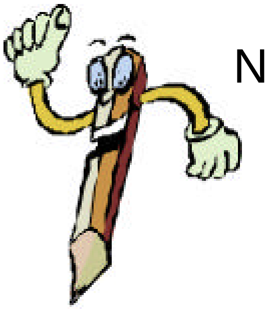
Employee ID: 060 - 32 - 0001

Appointment ID:

Input Total:

Computed Input Total:

Event Date	Event Type	Amount
05 / 08 / 00	REGHL	-4.00
05 / 08 / 00	HOLWK	4.00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

Step 4 Populate the fields on the header section of the CPER.

EMPLOYEE ID – SEE STUDENT CARD.

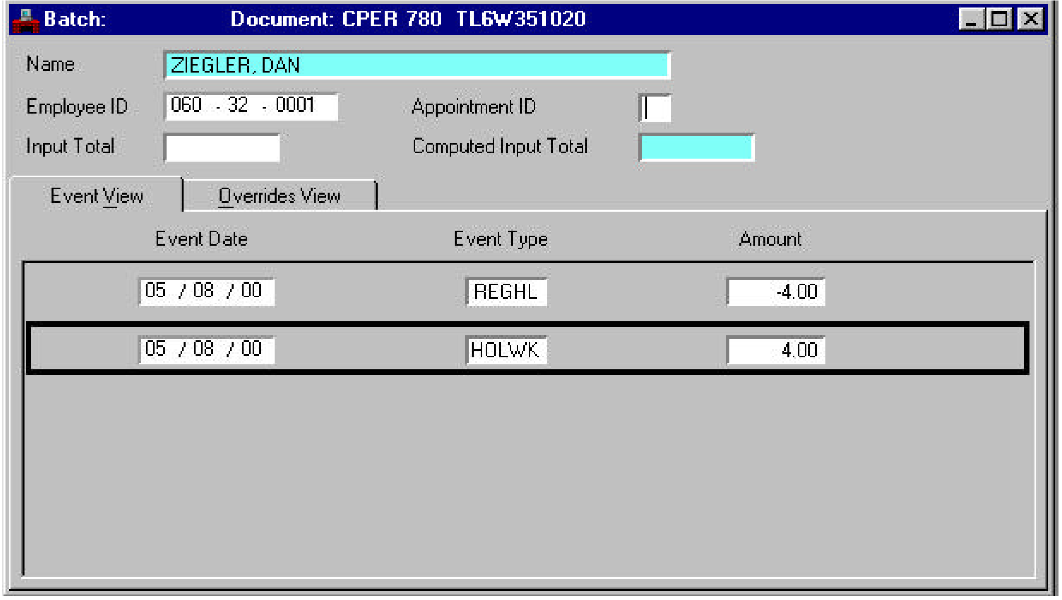
APPOINTMENT ID – LEAVE BLANK.

Step 5 Populate the fields on the Event View panel of the CPER.

EVENT DATE	**EVENT TYPE**	**AMOUNT**
SEE STUDENT CARD	REGHL	-4
SEE STUDENT CARD	HOLWK	4

This leave event, "HOLWK" (Worked on A Designated Holiday), will generate a corresponding pay event, and the employee will be paid for the appropriate hours. This event will also generate holiday comp time for the number of hours worked.

CURRENT PERIOD TIMESHEET (CPER)



Batch:
Document: CPER 780 TL6W351020
Event View
Overrides View

Name: ZIEGLER, DAN

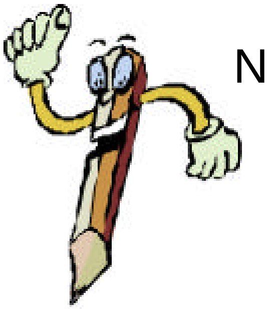
Employee ID: 060 - 32 - 0001

Appointment ID:

Input Total:

Computed Input Total:

Event Date	Event Type	Amount
05 / 08 / 00	REGHL	-4.00
05 / 08 / 00	HOLWK	4.00



NOTES

CURRENT PERIOD TIMESHEET (CPER)

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Now let’s complete the processing of the CPER you created.

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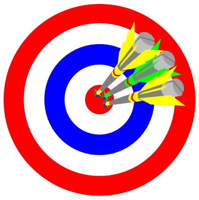


TEST YOUR KNOWLEDGE!

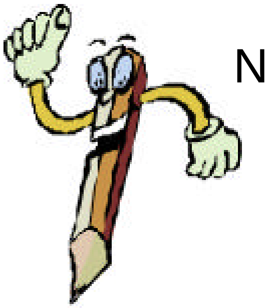
1. You are entering time for an exception paid employee for the current pay period. A holiday falls during that pay period, however, it falls on one of the employee’s regular days off. How would you know what the employee’s regular days off are? And, how would you credit the holiday to the employee?

2. The current pay period is 80 hours and an exception paid employee is absent from work on leave without pay the entire pay period. Would any regular pay be generated for that employee? If so, how many hours of pay would be generated?

EXERCISE

A holiday falls on one day within the pay period. An exception paid employee worked 4 hours on the holiday, after having also worked 8 other additional hours on Sunday. The hours worked that week would have exceeded 40 by 4 hours. Enter the 8 hours worked on Sunday and the 4 hours worked on the holiday using a CPER.

Information such as Agency, Organization, Document Prefix, Employee ID and Dates will be given to you on your student card.



NOTES